

Checklist

1992-93 National Study of Postsecondary Faculty (NSOPF-93)

Please complete the checklist below and return it with the faculty lists and supplementary materials. If you have any questions about any of the items listed, please call Dr. Sameer Y. Abraham, toll-free, at 1-(800) 733-NORC.

THE PACKET YOU RETURN TO US SHOULD INCLUDE THE FOLLOWING ITEMS	
<input type="checkbox"/>	Complete lists of faculty and instructional non-faculty (hard copy and machine-readable versions)
<input type="checkbox"/>	Completed Faculty List Documentation Form (on the reverse side of this checklist)
<input type="checkbox"/>	Directory of faculty and staff
<input type="checkbox"/>	Notarized affidavit signed by the institutional coordinator
TO BE COMPLETE THE FACULTY LIST SHOULD INCLUDE THE FOLLOWING CATEGORIES OF PERSONNEL	
<input type="checkbox"/>	Full-time instructional personnel with faculty status
<input type="checkbox"/>	Part-time instructional personnel with faculty status
<input type="checkbox"/>	Temporary instructional personnel with faculty status
<input type="checkbox"/>	Permanent and temporary personnel who have instructional duties but no faculty status
<input type="checkbox"/>	Full-time non-instructional personnel with faculty status
<input type="checkbox"/>	Part-time non-instructional personnel with faculty status
<input type="checkbox"/>	Temporary non-instructional personnel with faculty status
<input type="checkbox"/>	Faculty and other instructional personnel on sabbatical leave
FOR EACH PERSON LISTED, THE FOLLOWING DATA IS REQUESTED	
<input type="checkbox"/>	Campus addresses and telephone numbers (indicate main mailing address)
<input type="checkbox"/>	Home addresses and telephone numbers (indicate mailing address)
<input type="checkbox"/>	Department/program affiliation (e.g., English, Engineering, Education)
<input type="checkbox"/>	Academic field or teaching discipline (e.g., American Literature, Chemical Engineering, Botany)
<input type="checkbox"/>	Race/ethnicity
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Full-time or part-time status
<input type="checkbox"/>	Employee ID number

5. Is there any additional information (e.g., faculty designations, abbreviations, codes, etc.) which would assist us in reading the lists? Please explain, and include any necessary documentation with the lists.

Return this form and other documentation to:

Dr. Sameer Y. Abraham
Project Director, NSOPF-93 (4552)
NORC, University of Chicago
1525 East 55th Street
Chicago, Illinois 60615

Instructions for Preparing Lists of Faculty

**Fall 1992 Academic Term
1992-93 National Study of Postsecondary Faculty (NSOPF-93)**

The list of faculty that you provide will be used in randomly selecting a national sample to represent all faculty in higher education institutions in the country. To ensure a scientifically accurate sample, it is extremely important that you follow the instructions below in preparing your institution's list. Because postsecondary education institutions vary widely in their organizational structures and staffing patterns, we realize that some of the criteria presented below may not apply to your institution. Also, different institutions use different definitions of "faculty" and "non-faculty" positions, "temporary" and "permanent" status, and "full-time" and "part-time" status. In reading the instructions, please interpret these terms according to *your institution's usage*. Should you have any questions about the classification of personnel, or whether they should or should not be included in the lists, we urge you to contact us at 1-(800) 733-6672.

1. The fall 1992 academic term is that term which includes the date **October 15, 1992**.

2. **INCLUDE** the following categories personnel on your faculty list:

those full- and part-time personnel whose regular assignment includes instruction

those full- and part-time faculty whose regular assignment includes only research

permanent and temporary faculty, including those who have adjunct, acting, or visiting status

permanent and temporary personnel who have any instructional duties, including those who have adjunct, acting, or visiting status

faculty and instructional personnel on sabbatical leave

administrators and all other personnel who have faculty status.

BUT DO NOT INCLUDE THE FOLLOWING EXCEPTIONS:

faculty and other personnel with instructional duties outside the U.S. (but not on sabbatical leave)

temporary replacements for instructional and non-instructional personnel

faculty and other instructional and non-instructional personnel on leave without pay

teaching and research assistants

military personnel who teach only ROTC courses

instructional personnel supplied by independent contractors

-OVER-

3. For each person listed, please provide the following information:
- a. Full name
 - b. Campus address and telephone number
 - c. Home address and telephone number
 - d. Department/program affiliation (e.g., English, Engineering, Education)
 - e. Academic or teaching discipline (e.g., American Literature, Chemical Engineering, Botany)
 - f. Race/ethnicity:
 - White (not of Hispanic origin)
 - Black (not of Hispanic origin)
 - Hispanic
 - Asian or Pacific Islander
 - American Indian or Alaskan Native
 - g. Gender
 - h. Full- or part-time status
 - i. Employee ID number
4. If this information is not available on a single master list, please submit all applicable lists. Indicate how many lists are being submitted in item [4] of the Faculty List Documentation Form.
5. Please submit the lists in machine-readable (i.e., diskette or computer tape) and hard copy formats. The "Instructions for Preparing Machine-Readable Lists of Faculty" provide guidelines for formatting machine-readable files.
6. We need to receive your lists within three weeks (or sooner, if possible)
7. Please also include a copy of your fall 1992 directory of faculty and staff.

If you have any questions about preparing the lists, please call us toll free at 1-(800) 733-6672.

THANK YOU FOR YOUR COOPERATION

Instructions for Preparing Machine-Readable Lists of Faculty

1992-93 National Study of Postsecondary Faculty (NSOPF-93)

Please follow the guidelines below when preparing machine-readable lists of faculty. We realize that computer capabilities vary widely across institutions and that some of these guidelines cannot be met; be sure to provide documentation to describe any special circumstances or deviations from these guidelines. Please also enclose a hard copy of the list along with your electronic file or computer tape.

FOR ALL MACHINE-READABLE FACULTY LISTS USE THE FOLLOWING FILE LAYOUT. THE FILE WILL BE READ BASED ON COLUMNS SPECIFIED BY THE NUMBER OF CHARACTERS. DO NOT USE SPECIAL CHARACTERS OR DELIMITERS. FILL ANY BLANK FIELDS WITH THE SYMBOL "*".		
Starting Column No.	No. of Characters	Field
1	25	First name
26	25	Last name
51	1	Middle initial
52	35	Campus address line 1
87	35	Campus address line 2
122	20	Campus city
142	2	Campus state
144	9	Campus zipcode
153	14	Campus telephone number
167	35	Home address line 1
202	35	Home address line 2
237	20	Home city
257	2	Home state
259	9	Home zipcode
268	10	Home telephone number
278	9	Employee ID number
287	20	Academic field or teaching discipline
307	20	Departmental/program affiliation
327	1	Race/ethnicity code 1-5, as follows: 1 = White (not of Hispanic origin) 2 = Black (not of Hispanic origin) 3 = Hispanic 4 = Asian or Pacific Islander 5 = American Indian or Alaskan Native
328	1	Gender (1 = male, 2 = female)
329	1	Full-time or part-time status (1 = full, 2 = part)

FLOPPY DISKS SHOULD BE PROVIDED IN ASCII FORMAT
FLOPPY DISKS SHOULD BE FORMATTED FOR MS-DOS 3.0 (OR LATER VERSION)

FOR EACH FACULTY LIST ON COMPUTER TAPE, PLEASE PROVIDE THE FOLLOWING INFORMATION:

a. Tape label (external, VOL=SER) _____

b. Density (BPI): ____ 6250 ____ 1600

c. Recording mode: ____ EBCDIC ____ ASCII

d. Internal labeling: ____ none ____ labelled

e. Logical record length ____ Number of records ____

f. Record format (FB, for fixed block, for example) _____

g. Sequential tape label on which file is located _____

h. Data set name (DSN, if any) _____

FACULTY LISTS ON COMPUTER TAPE SHOULD BE PROVIDED ON 9 TRACK TAPE

Return this form along with the machine-readable file, hard copy lists, and other documentation to:

Dr. Sameer Y. Abraham
Project Director, NSOPF-93 (4552)
NORC, University of Chicago
1525 East 55th Street
Chicago, Illinois 60615